

Management Analyst

Finance Department

Under general direction of the Budget and Procurement Manager, this position will utilize analytical abilities to assist in managing and completing business analysis projects, review of budget issues and coordination of a performance measurement program. The position will also be responsible for assisting in the coordination of purchasing functions for all Town operating departments. Position will analyze financial and operational data in order to develop recommendations on how to improve efficiency and effectiveness of Town services. Will identify and track trends and changes in important indicators of economic and fiscal health on a quarterly basis; review budget requests and budget expenditures; review financial implications of Council agenda items. Report and analyze performance measures for town services and serve as a consultant to departments in the establishment of key performance indicators. Assist in the development and creation of the annual budget. Responsible for completing ad hoc assignments that require data gathering, research and detailed analysis. Position will work with the Budget and Procurement Manager in the coordination of all aspects of the purchasing function. Will work with departments in developing and reviewing bid specifications for particular services or products; preparing and placing legal notices and newspaper advertisements of bid openings; conferring with potential vendors regarding needed materials or services and required specifications; conducting bid openings; reviewing and accepting bids from various vendors; preparing bid tabulation sheet of various bids for Council to award bids. Answers specific inquiries from vendors and officials regarding the purchasing function and resolve minor problems as they arise. Develop strategies to allow electronic bidding and other on-line financial services. Authors correspondence and other department paperwork; prepares various reports; supervises the bi-annual auction. Answers telephone; maintains files and records; operates copy and fax machines; opens and sorts mail. Attends meetings and seminars.

Hours: 8:00 am-5:00 pm Monday - Friday

Starting Salary: \$3,288/mo

Town of Addison
Human Resources Department
16801 Westgrove Drive
P.O. Box 9010
Addison, Texas 75001-9010
Phone: (972) 450-2818
Fax: (972) 450-2835
www.addisontx.gov

Minimum Requirements

All positions require a clear background, clear pre-employment drug screen, valid Texas driver's license and safe driving record.

- Bachelor's degree in Finance or a related field. Master's degree preferred.
- One to three years of related experience. Public sector experience preferred.
- Skilled in conducting analyses of policy, management and financial issues, and in developing analytical reports and graphics. Proven understanding of governmental financial management.
- General knowledge of the principles and practices used in purchasing operations and of the applicable state, federal and local ordinances pertaining to local governments.
- General knowledge of standard office practices and procedures. Must demonstrate proficiency in Microsoft Office software including the following Microsoft products: Word, Excel, PowerPoint, Outlook, and Adobe Acrobat.
- Strong English grammar and verbal fluency in explaining purchasing requirements and specifications for materials. Good numerical skills and familiarity with accounting practices.
- Must have positive and professional attitude and a desire to be of service. Ability to establish and maintain harmonious working relationships; have the ability to deal tactfully and efficiently with vendors and their representatives, Town officials and department heads and fellow employees. Must be good with details and deadline oriented.

Position open: September 19, 2007

Open Until Filled

For more information, call Human Resources at (972) 450-2818 or fax your application/resume to (972) 450-2835.

Application available at www.addisontx.gov



Addison Finance Building

Benefits

Insurance

- Fully-paid Health & Dental Insurance for employee from date of hire
- Partial payment of premiums for family Health & Dental Insurance
- Choice of HMO or PPO
- Life Insurance paid by the Town, 2X annual salary
- Short-term and Long-term Disability provided by the Town

Tuition Reimbursement

Eligible for tuition reimbursement after trial period.

Holidays

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|--------------------|-----------------------------|
| * New Year's Day | * Memorial Day |
| * Independence Day | * Labor Day |
| * Thanksgiving Day | * Friday after Thanksgiving |
| * Christmas Eve | * Christmas Day |
| * Your Birthday | (Police & Fire by Policy) |

Vacation & Sick Leave

Accrued, prorated vacation and sick leave for each complete payroll period.

Retirement (TMRS)

Instead of Social Security the Town participates in the Texas Municipal Retirement System - 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.

Deferred Compensation

457 Plan with Town contribution after trial period.

Other benefits include:

Professional Memberships, Addison Athletic Club Membership, Longevity Pay, Employee Assistance Program, and many more.

The Town of Addison is accessible to persons with disabilities. Please call at least 48 hours in advance if you need assistance. The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services.